

**BOARD OF PRISON TERMS  
JOB OPPORTUNITY  
PAROLE AGENT II  
(Limited Term 24 Months)  
Offender Screening Section**

**Duties:**

Under the supervision of the Parole Agent III, Offender Screening Section, the incumbent is responsible for conducting case investigations of sexual offenders about to be released from prison to determine if they meet statutory criteria for commitment as a Sexually Violent Predator (SVP). Investigations consist primarily of gathering information from local, state, and federal law enforcement agencies; state correctional and mental health records; prosecuting attorneys; courts; and other criminal justice and mental health agencies in California and other states. Investigators analyze case materials; review arrest and criminal history reports; conduct interviews with attorneys, criminal investigators, and victims; and prepare reports which document social, criminal, and prison conduct; and determine if the inmate meets statutory commitment criteria for referral to the Department of Mental Health for clinical evaluation for possible civil commitment by the courts as an SVP. Investigators also review arrest and criminal history reports, mental health records and court records to determine if inmates meet the statutory criteria for civil commitment by the Board of Prison Terms to the Department of Mental Health as a Mentally Disordered Offender. Review parole plans for parolees released through due process actions. Incumbents assist in training presentations and special reports, make recommendations for procedure and policy changes to address legal or operational problem areas, attend training and review resource materials to maintain program expertise and mandatory peace officer requirements. (Note: SVP and MDO case documentation is explicit and may be offensive to some individuals.)

**Desired Qualifications:** Applicants should have the ability to work independently, manage workload and changing priorities, take initiative on everyday tasks and effectively communicate verbally and in writing. Applicant should have knowledge of basic operation of Microsoft Office programs in a Windows environment and be able to work independently as well as part of a team.

**Who Should Apply:** Current state employees who are eligible for appointment to the classification of Parole Agent II.

**Salary:** **\$4,978.00-\$6,047.00**

**How to Apply:** Submit a standard state application and resume to:

Board of Prison Terms-E18  
1515 K Street, Suite 600  
Sacramento, CA 95814  
Attention: Patty Rodriguez  
(916) 327-5694

**Deadline:** Until filled.  
Applications will be screened, and the most qualified applicants will be scheduled for an interview.